

# **wvOASIS Vendor Self Service**

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## **Registration Quick Start Guide**

### **Release 3.9.0.1**

December 3, 2014

Revision 1



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**wwOASIS Vendor Self Service  
Registration Quick Start Guide  
Release 3.9.0.1**

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## Overview

This guide has been developed to provide an overview of an account setup in the wwOASIS Vendor Self Service (VSS) application. You should follow this guide if:

You have an **existing** payee/vendor account with the State of West Virginia and wish to **activate your account on this website.** If you have more than one payee/vendor account and cannot activate your desired account, please contact the Help Desk.

### **OR**

You are a **new** payee/vendor that is interested in conducting business with the State of West Virginia for the first time, and need **to create a new payee/vendor account.**

**Note:** Please remember your user ID and password when you create them as you will need them to log back into the Advantage Vendor Self Service (VSS) application. Both the user ID and password are case sensitive.

## Section 1: Look To See If a Payee/Vendor Account Exists in VSS

**Step 1.1:** Click the “Register” button to start the Vendor Registration process.

**mOASIS VSS** State of West Virginia Business For West Virginia Office of the Governor State Treasurer's Office State Auditor's Office

**Welcome to State of West Virginia Vendor Self Service Portal**

The West Virginia Vendor Self Service Portal allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor.

**User ID**

**Password**

**Login**

[Password Reset](#)

Click the Register button to register a new or existing account.

**Register**

**Public Access**

**Announcements**  
[View All Announcements](#)

**Contacts**  
 Click on link below to view a list of primary procurement officers for West Virginia state agencies (opens in a new window).  
[Department Contacts](#)

**Forms**  
 Click on a form below to either save it to your desktop or open it in Adobe.  
[VSS Registration Quick Start Guide](#)  
[Access forms](#)

Click here to initiate process.

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**Step 1.2:** Carefully read the “Memorandum of Agreement” and then click on the “Accept Terms” button if you agree with the terms.



[State of West Virginia](#)
[Business For West Virginia](#)
[Office of the Governor](#)
[State Treasurer's Office](#)
[State Auditor's Office](#)



Welcome, New

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## Memorandum of Agreement

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the Home Page for Guests.


By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality, or other means as determined by the State of West Virginia, to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the timeliness, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor.


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**Step 1.3:** The Registration Tips page lists the information that you should have available before beginning a new registration. You can click on the “Next” button to continue.



State of West Virginia   Business For West Virginia   Office of the Governor   State Treasurer's Office   State Auditor's Office

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## Registration Tips

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

[Back](#) [Next](#)

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
  - Tax ID Number
  - Legal Business name
  - DUNS Number
    - A free number issued by Dun & Bradstreet for each business location
    - Call toll free at 888-814-1435 to obtain/verify your number
    - Indicate that you are doing business with a Government entity (State of West Virginia)
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- Descriptions of your products and services (for example, [commodity codes](#))

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**Step 1.4:** This search page helps you determine if you have an existing vendor account. To initiate the search process, you can choose to search by Company or by Individual depending on your type of business. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her Social Security Number (SSN) or alternative identifier whereas a Company's Taxpayer Identification is generally their Federal Employer Identification Number (FEIN). Enter the pertinent information in either the Company Search or Individual Search section and then click on the corresponding Search button.

**Search for an Existing Account**

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

**OR**

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name Last  AND Last 4 digits of SSN

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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Based on the search results:


- If your account has been found, please continue to steps in Section 2 below.
- If your account has NOT been found and you believe you have an existing account, please try again, and read the hints displayed on the page above regarding the use of wildcards to help in your search. If you still cannot find your account, then please contact the Help Desk for assistance.
- If your account has NOT been found and you are a new vendor that is interested in conducting business with the State of West Virginia, please skip Section 2 below, and proceed directly to Section 3.



## Section 2: An Existing Account HAS BEEN FOUND in VSS

In the examples below, an **EXISTING ACCOUNT** has been found:

Example 1: A company account is found



Welcome, New

[View Frequently Asked Questions](#)

State of West Virginia

Business For West Virginia

Office of the Governor

State Treasurer's Office

State Auditor's Office

[Privacy Report](#) | [Contact Us](#)

### Search for an Existing Account/Results Found

Cancel Registration

Back

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number

126666666

OR

Legal Business Name

Search

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name

Last

\*Cochrane\*

AND

Last 4 digits of SSN

Search

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS0000000051	Acme	Acme	Yes	<a href="#">Contact your Administrator</a>
VS0000000052	Acme	Acme	In Process	<a href="#">Add Business Location</a> <a href="#">Click to Continue Registration</a>

### Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

Cancel Registration

Back

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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## Example 2: An individual account is found

The screenshot shows the wvOASIS VSS registration interface. The header includes the state of West Virginia logo and navigation links for various state offices. The main heading is "Search for an Existing Account/Results Found". Below this, there are instructions on how to activate an account and two search options: "Company Search" and "Individual Search". The "Individual Search" section shows a search for a user with the last name "Cochrane" and the last four digits of their Social Security Number. The results show a single entry for "Zefram Cochrane" with a vendor number "VS0000036" and an activated status of "Yes". Below the results, there are links for "Contact your Administrator" and "Add Business Location". A section titled "Has your account been found and listed above?" provides instructions on what to do based on the search results. At the bottom, there are "Additional Resources & Information" and a "New Registration" button.

**Search for an Existing Account/Results Found**

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name Last  AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
VS0000036	Zefram Cochrane		Yes

[Contact your Administrator](#)  
[Add Business Location](#)

**Has your account been found and listed above?**

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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When an existing account is found, you will be presented with one of the links described below. Select the link that best addresses your needs. Most likely, you will select the link described in Step 2.3 below.

### Step 2.1: "Contact your Administrator" link

- Explanation – A vendor administrator has already been established for this account.
- Action – Click on this link to display the vendor administrator contact information. Contact this administrator for assistance with accessing this account.

### Step 2.2: "Click to Continue Activation" link

- Explanation – A user is in the process of creating an account but has not completed the registration. He/she can return at a later date to complete the process.
- Action – Click on this link to continue with the registration if you are the user that started the registration. Otherwise, contact the Help Desk for assistance.

**Step 2.3:** “Click here to activate your account” link

- Explanation – The company has done business previously with the State of West Virginia, but has not yet established an account in VSS. Click on the link to create a user ID for this account.
- Action – Click on this link to create a user ID for the account.

**Step 2.3.1:** The Account Verification page will prompt you to enter information to authenticate you as a valid user for this account. Enter the requested information and click the “Next” button to continue.

**Note:** Migrated vendor accounts have been assigned a *Vendor Verification Password*. Enter your Vendor Verification Password in the space provided. If you do not know your Vendor Verification Password, please call the wwOASIS HelpDesk at 304-558-6708 or toll free at 855-666-8823, Monday-Friday 7:00 AM to 5:00 PM.

**Account Verification.**

Migrated vendor accounts have been assigned a Vendor Verification Password. Enter your Vendor Verification Password in the field below. If you do not know your Vendor Verification Password, please call the wwOASIS HelpDesk toll free at 855-666-8823.

Vendor Verification Password :

Headquarters :

Account Administrator Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

Principal Contact :

Email :

Phone :

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for error, if there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the frequently Asked Question accessible from the left hand navigation bar.

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**Step 2.3.2:** Once your information has been verified by the system you will see the “My User Information” page. Complete all of the fields indicated with a red asterisk and click on the “Next” button to continue.

**Note:** Please remember your user ID and password in order to log into the VSS application again.

**My User Information**

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

**General Information**

\*User ID (case sensitive): bond007  
(User ID should be between 2 and 16 characters in length)

\*First Name: James

\*Last Name: Bond

\*Email: james.bond@gmail.com

\*Re-enter Email: james.bond@gmail.com

\*Phone: 304-524-8843 Ext.:  
XXX-XXX-XXXX

\*Fax: XXX-XXX-XXXX

**Password**

\*Password (case sensitive):  
(Passwords should be between 2 and 16 characters in length)

\*Re-enter Password:

\*Security Question: Where were you born?

\*Security Answer (case sensitive):

\*Re-enter Security Answer:

\* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Cancel Registration Back Next

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**Step 2.3.3:** You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent your email address.

**Verify & Submit Registration**

Click the 'Submit Registration' button to complete your registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

Submit Registration

Cancel Registration Back

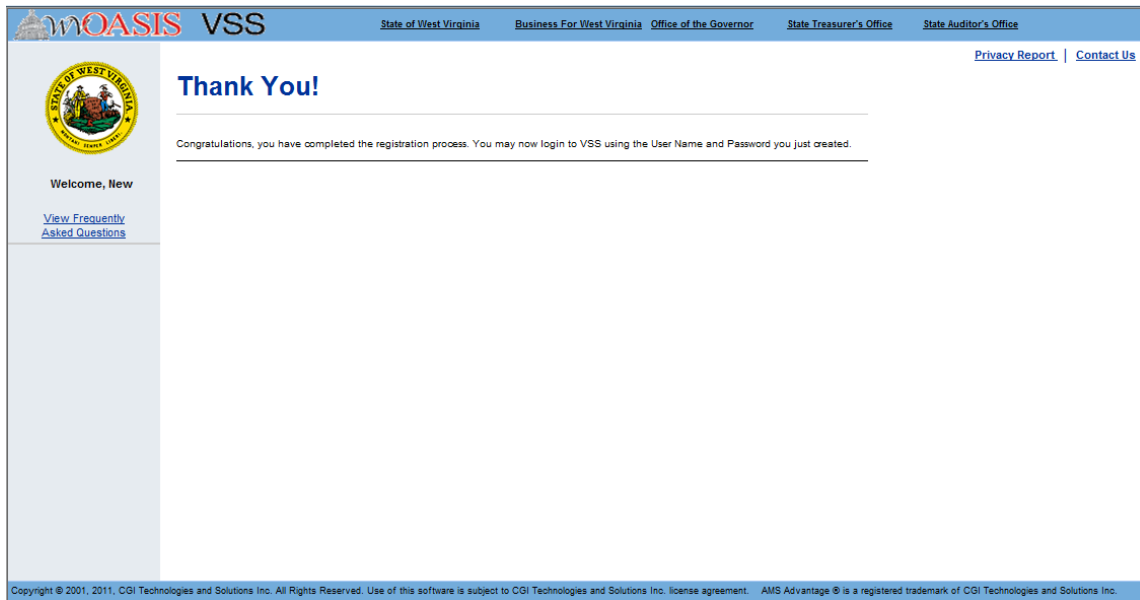
Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Cancel Registration Back

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**Step 2.3.4:** Review the information on the “Thank You” page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.

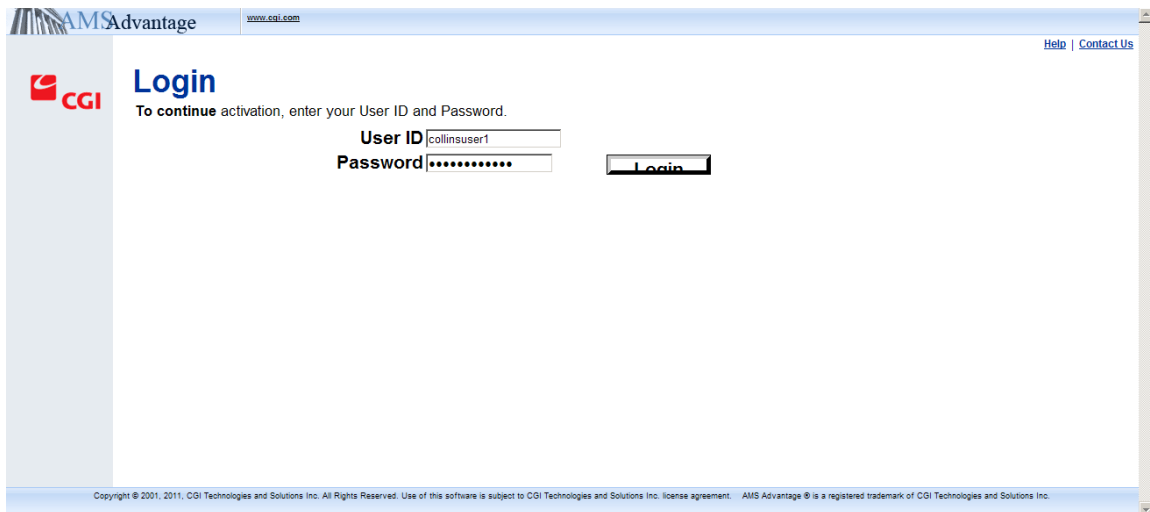


**Step 2.3.5:** Open your email and click on the link provided to continue with your registration.



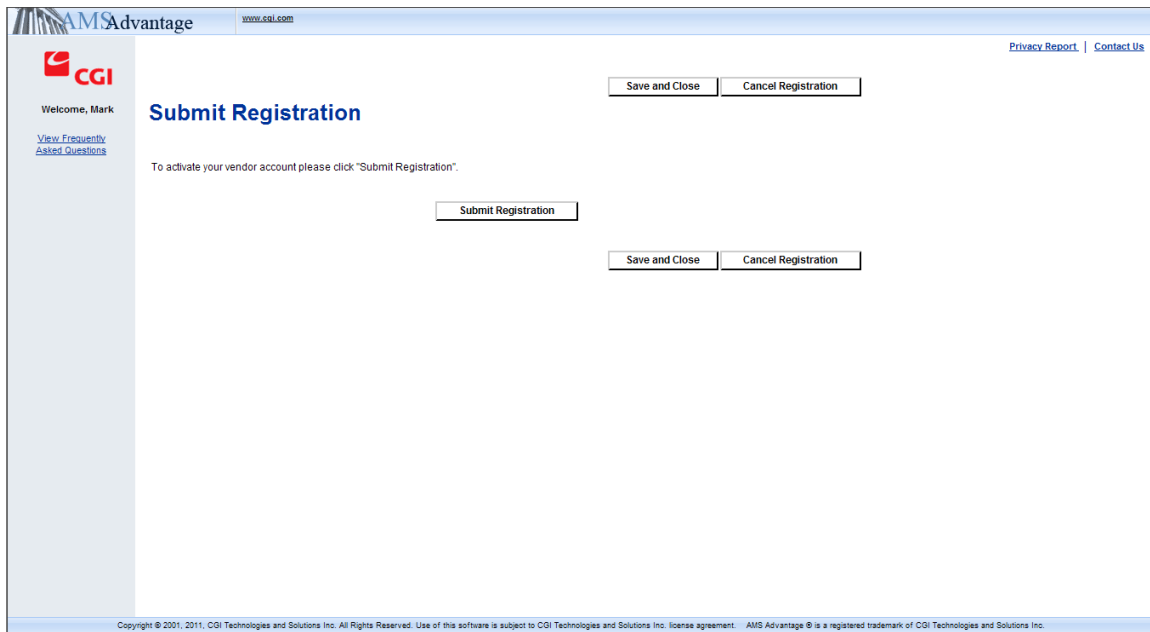
**Step 2.3.6:** After you click on the link, you will be transitioned to a VSS login page. Enter the user ID and password that you created earlier and click “Login”. Remember that both the user ID and password are case sensitive.

**Note:** Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.

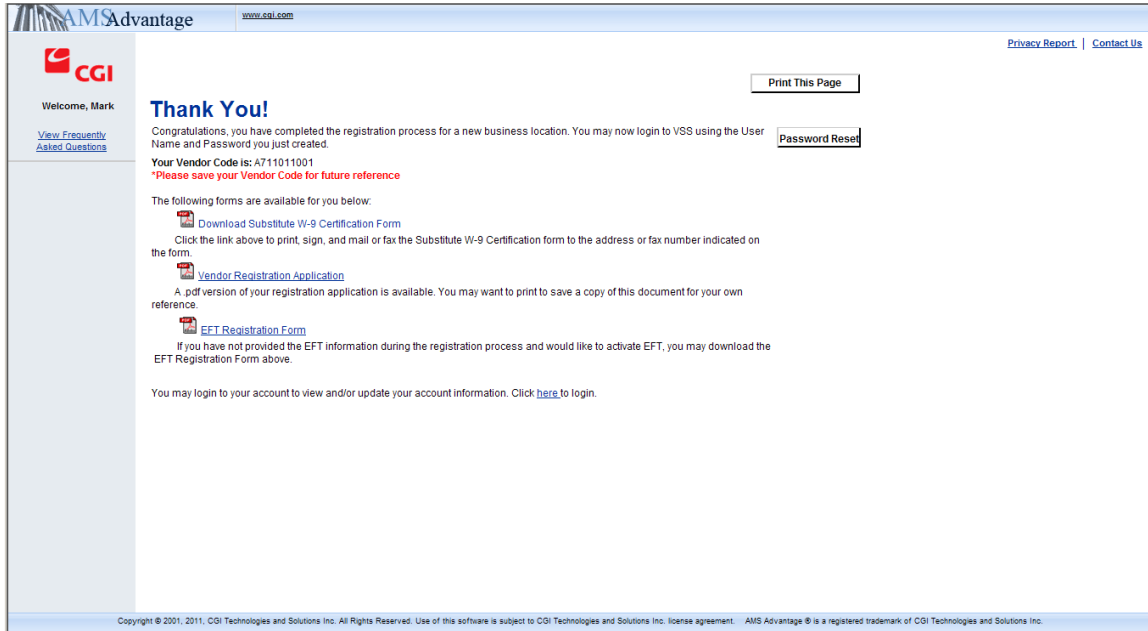


**Step 2.3.7:** Click on the “Submit Registration” button to complete your registration.

**Note:** After you complete your registration, you will be able to log in to your account to review and update the information that is on file for your account, if needed.



Next you will see the “Thank You” page, which indicates that you have finished the registration process.



You have now completed the registration application and may log in to VSS using your user ID and password (via the web site: **www.wvoasis.gov**). Please note that your user ID and password are both case sensitive.

**Note:** You can skip the rest of this Quick Start Guide since you have completed the registration application.

## Section 3: Your Account HAS NOT BEEN FOUND

This section is a continuation from Section 1.

In the example below, no existing account has been found. You can click on the “New Registration” button to create a new vendor account.

**wvOASIS VSS** State of West Virginia Business For West Virginia Office of the Governor State Treasurer's Office State Auditor's Office

[Privacy Report](#) | [Contact Us](#)

### Search for an Existing Account/Results Not Found

[Cancel Registration](#) [Back](#)

Welcome, New  
[View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**  
To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number  OR Legal Business Name

OR

**Individual Search**  
To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name  AND Last 4 digits of SSN

No results have been found for your account. Please perform further research or select the New Registration button to create a new account.

[New Registration](#)

[Cancel Registration](#) [Back](#)

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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**Step 3.1:** Complete all the fields indicated with an asterisk and click on the “Next” button to continue.

**Note:** Please remember your user ID and password in order to log in to VSS again.

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**My User Information** Cancel Registration Back Next

Welcome, New

[View Frequently Asked Questions](#)

☐ User Information  
☐ Verify and Submit Registration

Create your user ID here. You will be assigned the role of **Primary Account Administrator**. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

**General Information**

\*User ID (case sensitive): hhhill  
(User ID should be between 2 and 16 characters in length)

\*First Name: Hank

\*Last Name: Hill

\*Email: hank@stricklanpropane.co

\*Re-enter Email: hnk@stricklanpropane.com

\*Phone: 343-502-7210 Ext.:  
XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

**Password**

\*Password (case sensitive): (Passwords should be between 2 and 16 characters in length)

\*Re-enter Password:

\*Security Question: Where were you born?

\*Security Answer (case sensitive):

\*Re-enter Security Answer:

\* Indicates a required field

**Additional Resources & Information:** Cancel Registration Back Next

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

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**Step 3.2:** You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent to your email address. You must the “Next” button to receive the email.

**Verify Email Address**

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : notifications@wvoasis.gov

An email will be sent to the following address : john.cronise@cgi.com

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
  - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Cancel Registration Back Next

Click “Next” to receive email

**Step 3.3:** Review the information on the “Thank You” page and then click the “Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.

**Thank You!**

A verification email was sent to you.

- Open the email
- Click the link provided in the email

**Cannot click the link in the email?**

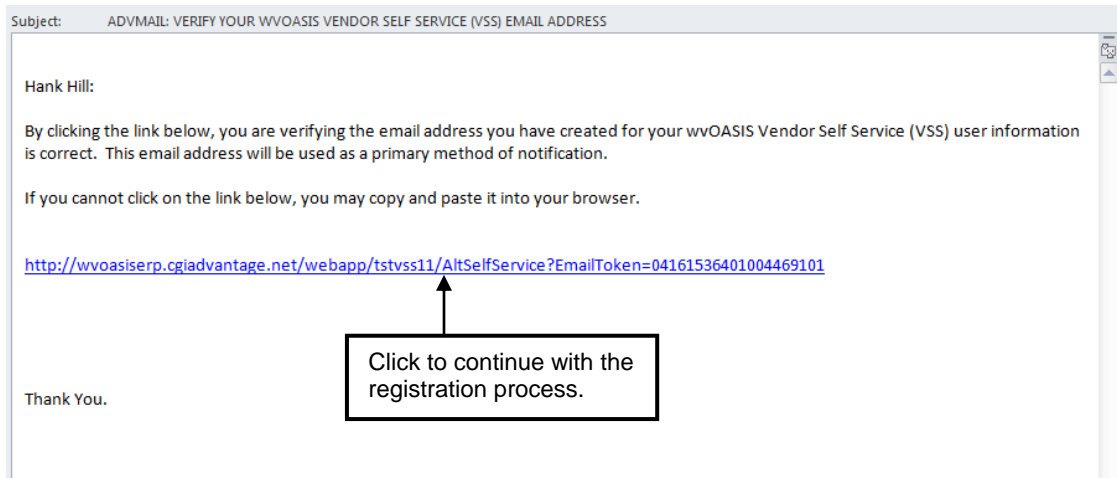
- Copy the link from the email
- Paste it into your browser

**Have not received a Verification Email?**

- Login to VSS as an Activated User using your User ID and Password
- Correct your email address and click Next
- Click Next again to verify your email address

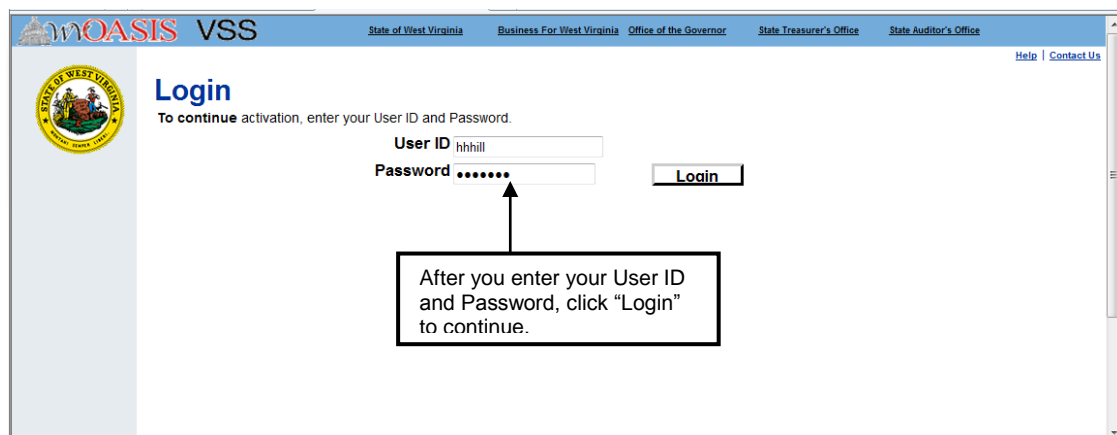
Close Browser

**Step 3.4:** Open your email and click on the link provided to continue with the registration process.



**Step 3.5:** After you click on the link you will be transitioned to a VSS log in page. Enter the user ID and password that you created earlier and click "Login." Remember that both the user ID and password are case sensitive.

**Note:** Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.



**Step 3.6:** Select the TIN Type for your account and then select the Classification that applies to your business or individual account. Click “Next” to continue.

**Note:** If you select the first TIN Type option be sure to select whether you have a SSN, ITIN, or ATIN.

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**Add Business Location - New Account Registration** Save and Close Cancel Registration Next

Welcome, Hank

- ☐ New Account Info.
- ☐ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

**TIN Type**

☐ I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).  
Please select one of the following : SSN ☐ ITIN ☐ ATIN ☐

☒ I will use my entity's Employee Identification Number (EIN).

☐ I do not have any of the above forms of Taxpayer Identification.

AND

**Classification:** Select the Classification that applies.

**Classification**

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Trust
<input type="radio"/>	Government
<input type="radio"/>	Non-Profit
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	Board Member
<input type="radio"/>	Medical Corporation
<input type="radio"/>	Attorney Corporation
<input type="radio"/>	Payroll
<input type="radio"/>	PCard

**Hint:** Use the Frequently Asked Questions to obtain a definition of the classifications.

If you have any issues with how you should answer any of these questions, click the “Submit Question” button at the bottom of the page. After you submit your question, click “Save and Close” to exit the application. VSS will save the information that you already entered and will remember your progress. Once you receive an answer to your question you can log back in, and VSS will return you to the place where you left off.

**Step 3.7:** The next step is the “My Business Information” page. A few fields on this page will be pre-populated by answers you provided on the previous page. The fields with red asterisks (\*) are required to move forward. However, if any of the other fields are applicable to you, we suggest you fill them in.

**WV OASIS VSS** State of West Virginia Business For West Virginia Office of the Governor State Treasurer's Office State Auditor's Office

Privacy Report | Contact Us

Welcome, Hank

☒ New Account Info.  
☐ My Business Info.  
☐ Addresses & Contacts  
☐ Additional Business Information  
☐ Registration Summary

**Step 2: My Business Information** Save and Close Cancel Registration Back Next

Please enter the general information below. Fields with a red asterisk (\*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

**Location Verification**  
This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by: No Password Required  
*The below fields are required only if you selected "Create My Own" above.*

Vendor Verification Based on:   
Vendor Verification Password:   
Confirm Verification Password:

**Organization Information**

\*Organization Type: Company Change Foreign Tax ID:   
W-8 Form:   
\*Classification: Corporation Ordering DUNS: 471101271  
Location Name: Main Office 9 digits (No dashes)  
Location Web Address:  Internet Catalog:   
Number of Employees: < 50 Preferred Ordering Method: Electronic  
Annual Income: 1 - 2 million Pcard Acceptance Level:

**Legal Name Information**

\*Legal Name on W-9: Stricklan Propane Business Name (Alias/DBA): Stricklan Propane Name on Check: Legal Name

**1099 TIN Information**

Create Taxpayer ID Number:  Taxpayer ID Number:   
Re-enter Taxpayer ID Number:  Taxpayer ID Number Type: EIN  
1099 Reportable: Yes

**Legal (1099) Address Information**

\*Street 1: 1521 Landry Hwy  
\*City: Arlan  
\*State/Province: Texas  
\*Zip/Postal Code: 43501

**Previous Entity Information**

Have you done business with the State in the past using any other name? If yes, please provide previous name and address information below.

Previous Name:   
Previous Street:   
Previous City:   
Previous State/Province:   
Previous Country:

**EFT Information**

ABA Number:  Find Account Number:   
Account Type:  Routing ID Number:   
Bank Phone Number:  Remittance Advice Transmission Mode:

**Discount Information**

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1:  Discount Percent 1:   
Number of Days 2:  Discount Percent 2:   
Number of Days 3:  Discount Percent 3:   
Number of Days 4:  Discount Percent 4:

Save and Close Cancel Registration Back Next

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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**Step 3.8:** You entered your legal address in the previous step. In this step, the system will ask you questions regarding four additional types of addresses. VSS collects an address for administrative correspondence, an address for ordering from you, an address for sending payments to you, and an optional address for billing you if you owe fees or other payments. You can choose to specify the same address or different addresses for each of these four address types.

**Add Business Location - Address Information Questionnaire**

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

**Legal Address Information**

Address : 1521 Landry Hwy  
 City : Arian  
 State : TX  
 Zip/Postal Code : 43501

**Address Questions**

A Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?

B Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :

C Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question.


A: If your Legal Address is the same address as any one of the additional four address types (Administrative, Ordering, Payment, and Billing) then choose “Yes” on A. Otherwise, choose “No.”

B: Regardless if you choose “Yes” or “No” on A above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose “Yes” on B. Otherwise, choose “No.”

C: If you want a single contact person for all four address types, choose “Yes” on C. Otherwise, choose “No.”


Here is an example of what the Addresses and Contacts page will look like if you answered “Yes” to all of the previous questions. Complete your address and contact information and then click the “Next” button. If you answered “No” to the second or third questions, then you will be transitioned to a series of pages to collect information for each of the address types.

**Note:** If you would prefer not to set up a billing address at this time, then uncheck the Billing checkbox at the top of the page before clicking “Next.”



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Welcome, Hank

- ☒ New Account Info.
- ☒ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

**Step 3: Addresses and Contacts**

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

☒ \*Administrative
 ☒ \*Ordering
 ☒ \*Payment
 ☒ \*Billing \*Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

**▼ Address Information**

\*Street 1 : 1521 Landry Hwy  
Street Address, P.O. Box, Company Name, etc.

Street 2 :  
Street Address, P.O. Box, Company Name, etc.

\*City : Arlan

\*State/Province : Texas

Zip/Postal Code : 43501

Country : United States

County : Archer

\*Phone : 341-501-7421 Ext. :  
XXX-XXX-XXXX

Additional Address Info :

Division/Department : Sales Office

**▼ Contact Information**

For the address type shown above, please enter a contact person.

\*Principal Contact : Hank Hill Fax : 341-501-9255

\*Phone : 341-501-7421 Fax Extension :  
Alternate Phone : 341-501-9234 Alternate Fax Extension :  
Alternate Phone Extension :  
English Spoken : ☒ Correspondence Type : Email

**Additional Resources & Information:**

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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**Step 3.9:** The “Additional Business Information” page allows you to enter additional optional information about your company.

**Commodities section:** Click the “Add” button in this section to search for and select commodities that match the goods and services that your company is able to provide. Once you complete your selections, click “OK” to save your selections.

**Step 4: Additional Business Information**

Save and Close Cancel Registration Back Next

**Commodities**

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	Delete
39112603	Kerosene or propane or natural gas or butane lantern	Delete
15111501	Propane	Delete
48101527	Barbecues	Delete
48101500	Cooking and warming equipment	Delete
23181703	Cooking machinery	Delete

First Prev Next Last

**Business Types**

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

**Business Type section:** Click the “Add” button to search for and select business types that pertain to your business. Again, the user will select the appropriate entries and then click “OK” to save the selections. If you select the SWAM Business Type, then you also need to specify a value in the SWAM Type field. The Purchasing Division will populate the Certification Start Date and Certification End Date fields after verifying your SWAM type. The Status field is set to *Requested* until the certification has been verified.

**Business Types**

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

West Virginia Code §5A-3-59 establishes a procurement certification program in West Virginia for small, women-, and minority-owned businesses. Requirement related to this certification program are provided in West Virginia Code of State Rules §145-2-1 et seq. Note that this certification program provides non resident vendors preference that is equivalent to competing resident (West Virginia) vendors that have applied for resident vendor preference, in accordance with West Virginia Code §5A-3-37. This certification may assist resident small, women-, and minority-owned businesses when soliciting business in other states.

To apply for the certification, click Add Items and select Business Type ID of "SWAM".

Add

Business Type ID	Business Type	SWAM Type	Certification Number	Certification Start Date	Certification End Date	Delete
SWAM	Small, Women and Minority Owne	Women-owned Business				Delete

First Prev Next Last

**Service Areas**



**Service Areas Section:** Click the “Add” button in this section to search for and select the specific geographic areas that your business is able to service. Click “OK” after selecting your areas in order to save your selections.

**Choose**

Select one or more Service Area zones to associate to your organization by clicking the checkbox next to the service area zones you want to add. To search for a specific service area zone, enter in a valid service area zone in the Service Area Zone search field and click the "Browse" button. Once your service area zones have been selected, click the "OK" button. Click the "Cancel" button to cancel your changes and return to the Service Areas page.

[Browse](#) [Clear](#)

Service Area Zone:

**Service Area Zone**

☐ Gilmer

☐ Grant

☒ Greenbrier

☐ Hampshire

☐ Hancock

☐ Hardy

☐ Harrison

☐ Jackson

☒ Jefferson

☒ Kanawha

[First](#) [Prev](#) [Next](#) [Last](#)

**Disclosures Section:** Click the “Add” button in this section to add Disclosure information for your business as required by *West Virginia Code §5A-3-12*.

#### Disclosure

West Virginia Code §5A-3-12 requires the Purchasing Division to collect the name, title, city and state of residence of all owner/officers. Please click the "Add" button to add Disclosure information as follows:

If Discloser Type is Bank Info, please provide the Name, City, State and Phone Number for adding Bank Reference and select Discloser Type as 'Bank Info'.

If Discloser Type is Owners/Officers Info, please provide the Name, Title, City and State of Residence for adding Vendor's Owners/Officers information and select Discloser Type as Owners/Officers Info'.

-If the vendor is an individual, the name, city and state of residence is required, and, if the vendor has associates or partners sharing in the business, their names, cities and states of residences is also required.

-If the vendor is a firm, the name, city and state of residence of each member, partner or associate of the firm is required.

- If the vendor is a corporation created under the laws of West Virginia state or authorized to do business in West Virginia state, the names and city and state of residence of the president, secretary, treasurer and general manager, if any, of the corporation; and the names and city and state of residence of each stockholder of the corporation owning or holding at least ten percent of the capital stock thereof.

**Add**

**Disclosure Type   Name   Position   City   State/Province   Phone**

Select the **Disclosure Type** and then select **OK**.

## Disclosures Types

Select one or more Disclosure Types to associate to your organization by clicking the checkbox next to the Disclosure Types you want to add. To search for a specific Disclosure Types, enter in a valid Disclosure Types in the Disclosure Types search field and click the "Browse" button. Once your Disclosure Types have been selected, click the "OK" button. Click the "Cancel" button to cancel your changes and return to the Disclosure Types page.

[Browse](#) [Clear](#)

Disclosure Type :

**Disclosure Type**

☐ Bank Info

☐ Owners/Officers Info

[First](#) [Prev](#) [Next](#) [Last](#)

- If **Disclosure Type** is *Bank Reference Info*, please provide the Name, City, State and Phone Number for the bank.
- If **Disclosure Type** is *Owners/Officers Info*, please provide the Name, Position, City and State of Residence and the Phone Number for the owner/officer.
- If the vendor is an individual, his or her name and city and state of residence, and, if he or she has associates or partners sharing in his or her business, their names and city and state of residence are also required.
- If the vendor is a firm, the name and city and state of residence of each member, partner or associate of the firm is required.

If the vendor is a corporation created under the laws of West Virginia or authorized to do business in West Virginia, the names and city and state of residence of the president, vice president, secretary, treasurer and general manager, if any, of the corporation; and the names and city and state of residence of each stockholder of the corporation owning or holding at least ten percent of the capital stock thereof are required.

Disclosure Type	Name	Position	City	State/Province	Phone
Owners/Officers Info	John Collins	Owner/CEO	Oklahoma City	Oklahoma	405-444-1416


Click "Next" at the bottom of the Additional Business Information page after you have selected your commodities, business types and/or service areas and have entered the required Disclosure information.

After you have completed the various sections, you will see the "Registration Summary" page. This page displays all of the information that you have entered thus far for your review.



Welcome, Hank

- ☒ New Account Info.
- ☒ My Business Info.
- ☒ Addresses & Contacts
- ☒ Additional Business Information
- ☐ Registration Summary



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### Registration Summary

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

#### Location Verification

Verify My Locations by : No Password Required

Vendor Verification Based on : NO VENDOR VERIFICATION  
PASSWORD REQUIRED FOR VERIFICATION. Please verify that this is the headquarter which you are part of and hit the submit button.

[Update Information](#)

#### Organization Information

Organization Type : Company	Foreign Tax ID :
1099 Classification : Corporation	W-9 Form :
Location Name : Main Office	Ordering DUNS : 471101271
Location Web Address :	Internet Catalog :
Number of Employees : < 50	Preferred Ordering Method : Electronic
Annual Income : 1 - 2 million	Pcard Acceptance Level :

[Update Information](#)

#### Legal Name Information

Legal Name : Stricklan Propane	First Name :	Name on Check : Legal Name
Business Name (Alias/ DBA) : Stricklan Propane	Middle Name :	
Name Control : STRI	Last Name :	

[Update Information](#)

#### 1099 TIN Information

Taxpayer ID 471101271	Detailed TIN Type :
Number :	1099 Reportable : Yes
Taxpayer ID Number EIN	
Type :	

[Update Information](#)

#### Legal (1099) Address Information

Street 1 : 1521 Landry Hwy	State/Province : Texas
City : Arian	Zip/Postal Code : 43501

[Update Information](#)

#### EFT Information

ABA Number :	Account Number :
Bank Name :	Routing ID Number :
Account Type :	Remittance Advice Transmission Mode :

[Update Information](#)

#### Discount Information

Number of Days 1 :	Discount Percent 1 :
Number of Days 2 :	Discount Percent 2 :
Number of Days 3 :	Discount Percent 3 :
Number of Days 4 :	Discount Percent 4 :

[Update Information](#)

#### Administrative Address

##### Address Information

Street 1 : 1521 Landry Hwy	Country : United States
Street 2 :	County : TX009
City : Arian	Phone : 341-501-7421
State/Province : Texas	Phone Extension :
Zip/Postal Code : 43501	Additional Address Info :
Division/Department : Sales Office	

##### Contact Information

Principal Contact : Hank Hill	Fax Extension :
Phone : 341-501-7421	Alternate Fax :
Phone Extension :	Alternate Fax Extension :
Alternate Phone : 341-501-9234	Email : orders@stricklanpropane.com
Alternate Phone Extension :	Correspondence Email Type :
Fax : 341-501-9255	English Spoken : Yes

[Update Information](#)

## ▼ Ordering Address

## Address Information

Street 1 : 1521 Landry Hwy  
Street 2 :  
City : Arlan  
State/Province : Texas  
Zip/Postal Code : 43501  
Division/Department : Sales Office

Country : United States  
County : TX009  
Phone : 341-501-7421  
Phone Extension :  
Additional Address  
Info :

## Contact Information

Principal Contact : Hank Hill  
Phone : 341-501-7421  
Phone Extension :  
Alternate Phone : 341-501-9234  
Alternate Phone  
Extension :  
Fax : 341-501-9255

Fax Extension :  
Alternate Fax :  
Alternate Fax  
Extension :  
Email : orders@stroickanpropane.com  
Correspondence Email  
Type :  
English Spoken : Yes

[Update Information](#)

## ▼ Payment Address

## Address Information

Street 1 : 1521 Landry Hwy  
Street 2 :  
City : Arlan  
State/Province : Texas  
Zip/Postal Code : 43501  
Division/Department : Sales Office

Country : United States  
County : TX009  
Phone : 341-501-7421  
Phone Extension :  
Additional Address  
Info :

## EFT Information

ABA Number :  
Bank Name :  
Account Type :

Account Number :  
Routing ID Number :  
Remittance Advice Transmission Mode :

## Contact Information

Principal Contact : Hank Hill  
Phone : 341-501-7421  
Phone Extension :  
Alternate Phone : 341-501-9234  
Alternate Phone  
Extension :  
Fax : 341-501-9255

Fax Extension :  
Alternate Fax :  
Alternate Fax  
Extension :  
Email : orders@stroickanpropane.com  
Correspondence Email  
Type :  
English Spoken : Yes

[Update Information](#)

## ► Billing Address

## Address Information

Street 1 : 1521 Landry Hwy  
Street 2 :  
City : Arlan  
State/Province : Texas  
Zip/Postal Code : 43501  
Division/Department : Sales Office

Country : United States  
County : TX009  
Phone : 341-501-7421  
Phone Extension :  
Additional Address  
Info :

## Contact Information

Principal Contact : Hank Hill  
Phone : 341-501-7421  
Phone Extension :  
Alternate Phone : 341-501-9234  
Alternate Phone  
Extension :  
Fax : 341-501-9255

Fax Extension :  
Alternate Fax :  
Alternate Fax  
Extension :  
Email : orders@stroickanpropane.com  
Correspondence Email  
Type :  
English Spoken : Yes

[Update Information](#)

## ▼ Commodities

## Commodity/Service Code Commodity Description

39112603	Kerosene or propane or natural gas or butane lantern
15111501	Propane
48101527	Barbecues
48101500	Cooking and warming equipment
23181703	Cooking machinery

[Update Information](#)

## ▼ Business Types

Business Type ID	Business Type	SWAM Type	Certification Number	Certification Start Date	Certification End Date
SWAM	Small, Women and Minority Owne	Women-owned Business			

[Update Information](#)

## ► Service Areas

## Service Area Code Service Area Zone

54025	Greenbrier
54037	Jefferson
54039	Kanawha

[Update Information](#)

## ▼ Disclosure

Disclaimer Type	Name	Title	City	State	Phone
Owners/Officers Info	Bud Stricklan	Owner	Arlan	Texas	341-872-6302

[Update Information](#)[Save and Close](#)[Cancel Registration](#)[Back](#)[Submit Registration](#)

## Additional Resources &amp; Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A notification message will be displayed at the top of the page.
  - You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

After you have reviewed the summary and confirm that everything is correct, click on the “Submit Registration” button located at the bottom of the page to continue.

If you determine that any of your information is incorrect, you can click the “Update Information” link in the appropriate section to navigate back and correct your information.

After selecting the “Submit Registration” button you are taken to the “Fee Details” page. On this page you must choose from one of three options:

- Enter a Pre-Registration Code, if you received one from an agency. Select the Submit button, which takes you to the “Final Steps” page.
- Choose to pay the fee online. The “Pay Fee Online” button transitions you to the State Treasury web site. After paying the registration fee online, you are transitioned to the “Final Steps” page.
- Choose to pay the fee later. The “Pay Fee Later” button transitions you to the “Final Steps” page.

## Fee Details

Instructions:  
Please enter the Pre-Registration Code, if applicable and select Submit or

Pre-Registration Code :

Click on the Pay Fees Online to navigate to the State's Treasury website to pay fees online or,

Click Pay Fees Later and follow the instructions.

The message on the “Final Steps” page will vary based on the choice you made on the “Fee Details” page.

- If you successfully paid your fee on the State Treasury web site, then the “Final Steps” page will look like this:

## Final Steps!

*Thank you for the payment. You have completed the registration application.*

[Print This Page](#)

[Password Reset](#)

You may now login to Vendor Self-Service using the User ID and Password you just created.

**Your Vendor Code is:** VS0000000238

**\*Please save your Vendor Code for future reference**

The following registration forms are available for you



[Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.



[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.



[EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

- If payment processing failed on the State Treasury web site, then the “Final Steps” page will look like this:

## Final Steps!

*Sorry, payment processing failed. Please pay the registration fee by accessing the link provided under Accounts Information - Summary- Registration Fee Details section.*

[Print This Page](#)

[Password Reset](#)

You may now login to Vendor Self-Service using the User ID and Password you just created.

**Your Vendor Code is:** VS0000000238

**\*Please save your Vendor Code for future reference**

The following registration forms are available for you



[Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.



[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.



[EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

- If you selected the “Pay Fee Later” action on the “Fee Details” page, then the “Final Steps” page will look like this:

## Final Steps!

*You have selected to pay the registration fee later. No award will be made to you until the registration fee is paid in full. You can still participate in the competitive bid process and receive communication from the Purchasing Division.*

[Print This Page](#)

[Password Reset](#)

You may now login to Vendor Self-Service using the User ID and Password you just created.

**Your Vendor Code is:** VS0000000238

**Please save your Vendor Code for future reference**

The following registration forms are available for you



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Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

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[EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

- If you entered a Pre-Registration Code on the “Fee Details” page, then the “Final Steps” page will look like this:

## Final Steps!

Pre-Registration Code accepted successfully. You have completed the registration application.

[Print This Page](#)

[Password Reset](#)

You may now login to Vendor Self-Service using the User ID and Password you just created.

**Your Vendor Code is:** VS0000000238

**Please save your Vendor Code for future reference**

The following registration forms are available for you



[Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.



[EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

You have now completed the registration application and can log in to VSS using your user ID and password (via the web site **www.wvoasis.gov**). Please note that your user ID and password are both case sensitive.